

TTOC Request Form:

for release to participate in pro-d activities

1. This form is to be used for all requests for release time on regular instructional days for a teacher to participate in professional development.
2. This application must be completed and submitted to the Pro-D Committee prior to the professional development activity. Make a copy for your own records.
 - a. It is the applicant's responsibility to request the TTOC through Atrieve or the TTOC dispatch office. When booking, select **Pro D Day Form: Pre-Approved** from the Absence Reason dropdown box.

Applicant Name: _____

Requested Date(s) for Pro-D release: _____

☐ Full day(s) (cost of a TTOC \$454.05/day)

☐ Half day

Pro-D Topic: _____

Applicant's signature: _____ Date: _____

Principal's signature: _____ Date: _____

PRO-D COMMITTEE USE ONLY

Date processed: _____

Cheque(s) issued: # _____

\$ _____

Applicant's account balance: \$ _____